	DOLLOW AND DECOMPTED TO ECONOMIC		CHAPTER Fiscal Management STATEMENT NUMBER 3.30	
SUBJECT:	DONATIONS TO DOC	EFFECTIVE DATE	03/15/06	
		REVIEW DATE	08/15/07	
PROPONENT:	Robert Mullen, Director	SUPERCEDES PPD#	3.30	
	Name/Title	DATED	08/15/04	
	Administration 271-5610 Division Phone #			
ISSUING OFFICER:		DIRECTOR'S INITIALS	:	
		DATE	::	
		APPENDIX ATTACHED):	
William Wrenn, Commissioner		YES: NO	:	
REFERENCE N	O: See reference section on last page of	f PPD		

I. <u>PURPOSE</u>:

To establish a procedure for the acceptance of gifts of personal property made to the State or for the benefit of its inmates.

II. APPLICABILITY:

To all staff.

III. POLICY:

It is the policy of the Department of Corrections that the Governor and Council accept all gifts of personal property.

IV. PROCEDURE:

- A. Any staff member being contacted by an individual or organization desiring to donate personal property to the State, shall report to their supervisor, using the donation form (attachment 1) the following information:
 - 1. Complete description of the personal property.
 - 2. An estimated Fair Market Value (FMV)
 - 3. The name and address of the donor.
 - 4. Any restrictions or conditions placed upon the donation.
- B. All donations to the Department must be submitted to Governor and Council for acceptance.
- C. With approval of the Commissioner, the Director of Administration shall seek Governor and Council authorization to accept the gift.
- D. Any donations valued under \$100.00 may be used prior to formal acceptance. Any donations valued at \$100.00 and over must be stored in a secure area at the receiving facility until formally accepted. If there is no secure storage area at the receiving facility, the item(s) may be stored at the nearest DOC warehouse.
- E. Disposal of donated property shall be accomplished through using a P-11 Form, "Surplus Property".

REFERENCES:

Standards for the Administration of Correctional Agencies Second Edition. Standards

Standards for Adult Correctional Institutions
Fourth Edition Standards

<u>Standards for Adult Community Residential Services</u> Fourth Edition. Standards

<u>Standards for Adult Probation and Parole Field Services</u> Third Edition. Standards

<u>Other</u>

4:8 Gifts to the State

MULLEN/pf

Attachment



STATE OF NEW HAMPSHIRE DEPARTMENT OF CORRECTIONS

William Wrenn, Commissioner Bob Mullen Director

DONATION RECORD

onor's Name:(If I	making a donation on behalf of an orga	anization, list organization)	
nor's Address:			
nor's Phone Nu	mber:		
nor's Relationsl	hip to DOC:		
	Inmate Family Member	Employee Support Group or Organization Other:	
Int	ended Area of Use by DOC:		
	NHSP/Women	LRF HWH (circle one: CHM, NEH, SFHC Field Services (list office)	
Quantity	Description of item	INTENDED USE	estimated value
Received b	oy:	Date:	
DOC conta	nct for information regarding this do	nation: Phone:	